



JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Purchasing**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional and administrative work responsible for managing the operation of the Purchasing Division.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops, recommends, and implements operating policies, procedures, and programs to affect the efficient and effective operation of the Purchasing Division.

Ensures that all purchase made are in accordance with Florida Statutes, the County Purchasing Code, and internal procedures.

Organizes and administers the work effort of assigned activities to include; the procurement of all supplies, services, equipment, materials, construction, and real and tangible property control and disposal.

Executes formal contracts on behalf of the Board of County Commissioners in accordance with express delegated authority.

Plans and recommends short and long range goals for the Purchasing Division.

Prepares and presents the division's annual budget and related financial reports. Assures continued adherence to the parameters of adopted budgets.

Initiates and effectively recommends for final approval by the department director for hiring, performance evaluations, termination, disciplinary, and/or commendatory actions of assigned personnel.

Researches a wide range of purchasing issues and provides narrative and statistical reports, including recommendations for consideration by the appropriate level of authority.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of purchasing, land contract procedures and methods, including considerable knowledge of professional and construction services, purchasing card program and applicable Federal, State and local purchasing regulations. Extensive knowledge of principles and practices of management and it's application to governmental procurement. Considerable knowledge of accounting principles as they relate to procurement and the maintenance of real and tangible property records.

Ability to manage and direct a large procurement operation. Ability to express ideas clearly and concisely, both orally and in writing. Ability to exercise independent judgment and discretion in establishing, applying, and interpreting departmental and Board of County Commissioner' policies and procedures.

Bachelor's Degree in Business or Public Administration, or a closely related field and four (4) years' progressively responsible management experience in governmental procurement. Preference will be given to individuals possessing certifications as a Certified Purchasing Manager (C.P.M.) or Certified Public Purchasing Officer (C.P.P.O.).

Must possess and maintain a valid Florida Driver's License.

Pursuant to Florida Statutes Chapter 112, incumbent must annually file "Form 1, Limited Financial Disclosure" in the County of their residence.

This position is an appointed service Classification.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.